

KANSAS STATE BOARD OF TECHNICAL PROFESSIONAL

900 SW Jackson Street, Suite 507

Topeka, KS 66612-1257

<http://www.kansas.gov/ksbtp>

(785) 296-3053

All applicants should read all statutes, rules and regulations for specific detail regarding the application requirements.

IMPORTANT INFORMATION FOR LANDSCAPE ARCHITECTURAL RECIPROCITY APPLICANTS

Enclosed is an application packet that includes one set of necessary forms and instructions for making your application to the board.

RECIPROCITY APPLICANTS - Please carefully review the reciprocal requirements for Kansas licensing as found on the "Comity/Reciprocity Information" sheet enclosed with this packet (pg 4 of 4).

CLARB RECORD - As per K.A.R. 66-10-4(b)(3), beginning July 1, 2001, you are required to provide a CLARB council record. If you do not have a CLARB council record, please contact CLARB:

CLARB

144 Church Street NW, Suite 201

Vienna, VA 22180

(703) 319-8380

FILING DEADLINE - Your application file will be established upon receipt of your application form and fee. Your application will not be considered complete, however, until your CLARB record has been received.

NOTE: All applications must be complete in the board office at least 30 days prior to the next scheduled meeting of the board.

EXPERIENCE - In accordance with K.A.R. 66-10-4(b)(1)(B), any work experience performed after February 1, 1993, must be supervised by a licensed landscape architect, architect, or engineer.

When your file is complete, it will be submitted to the board for their evaluation. You will be promptly notified of any action they may take on your application.

CERTIFICATE OF AUTHORIZATION REQUIREMENT - If you are practicing (contracting) through a corporation for professional services in the state of Kansas, you are required to file for a certificate of authorization to do business in Kansas. Please contact the board office for the necessary forms.

APPLICATION FORMS AND FEES ARE CONSTANTLY CHANGING. IT IS YOUR RESPONSIBILITY TO CONTACT THE BOARD OFFICE TO INSURE THAT YOU HAVE CURRENT INFORMATION

FILE NUMBER OFFICE USE ONLY	AMOUNT RECEIVED	DATE
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KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

LANDSCAPE ARCHITECTURE APPLICATION by COMITY/RECIPROCITY

1. GENERAL INFORMATION

Name

(not to exceed 20 letters) (First) (Middle) (Last)

Social Security Number _____ CLARB Council No. _____

Residence Address _____
(Street) (City) (State) (Zip)

Business Name _____

Business Address _____
(Street) (City) (State) (Zip)

Telephone Number(_____) (8:00-4:30) Mail to: _____ home
_____ business

2. **CERTIFICATE OF AUTHORIZATION REQUIREMENT** - Are you practicing (Contracting) or offering to practice a technical profession through a corporation? ____Yes ____No If you have indicated yes, then a certificate of authorization application packet will be mailed to you. In accordance with K.S.A. 74-7036, any corporation practicing, or offering to practice a technical profession in Kansas must obtain a certificate of authorization. If the corporation you are practicing through already holds a certificate of authorization in Kansas, please complete the following information:

Name Of Firm: _____ Certificate of Authorization Number _____

3. **SIGNATURE** - Have you ever been convicted of a felony, or had any disciplinary or administrative action commenced against you? ____Yes ____ No (If "Yes", please explain.)

I hereby certify that all statements in this application are made to the best of my knowledge and belief.

(Signature)

(Date)

Mail your application form, fee, and application documents to:

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
900 S. W. Jackson, Suite 507
Topeka, KS 66612-1257
(785) 296-3053

APPLICATION FEE: \$250.00

OR Make check payable to: **Kansas State Board of Technical Professions**
To pay be VISA or Master Card: Fill out the Credit Card form located on our Home
Page

NOTE: Application Fees are **NON-REFUNDABLE**. Pending application files may be retained for a period of one (1) year, after which time a new application and fee must be submitted.

IT IS YOUR RESPONSIBILITY TO KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

**COMITY APPLICANTS: ALL APPLICATIONS MUST BE COMPLETE IN THE BOARD OFFICE AT LEAST 30 DAYS
PRIOR TO THE NEXT SCHEDULED MEETING OF THE BOARD**

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

COMITY/RECIPROCITY INFORMATION

Pursuant to K.S.A. 74-7024, the Kansas board will accept an applicant by comity or reciprocity provided the qualifications at the time the original license was issued would have met Kansas requirements if the application have been made in Kansas on that date. The Board will not, however, license an applicant by comity or reciprocity whose original license was granted under a "Grandfather Clause". Therefore, in some instances, the board has established minimum requirements for persons licensed in other states prior to Kansas having effected a mandatory law. The Kansas board shall not approve an application for license by comity with another state board if the applicant's license has been revoked, suspended or under consideration for disciplinary action by any jurisdiction. It is necessary that you hold a current license to practice landscape architecture in another state or political subdivision of the United States or in any other country in order to apply for a reciprocal license in Kansas.

REQUIREMENTS FOR LANDSCAPE ARCHITECTS

<u>If you were originally licensed:</u>	<u>Kansas requirements</u>
Prior to 1969	(a) none
1969-1992	(a) 4-year landscape architectural degree, 2 years experience, and CLARB examination; or (b) 5-year landscape architectural degree, 1 year experience, and CLARB examination; or (c) 7 years experience and CLARB examination
1993-3/95	(a) 4-year landscape architectural degree, 4 years experience, and CLARB examination; or (b) 5-year landscape architectural degree, 3 years experience, and CLARB examination
4/95 - present	(a) 4-year landscape architectural degree, 4 years experience, CLARB exam and CLARB council record; or (b) 5-year landscape architectural degree, 3 years experience, CLARB exam and CLARB council record